

Program A: Management and Finance

Program Authorization: R.S. 30:2011.C(1)(d)

Program Description

The mission of the Office of Management and Finance is to provides effective and efficient support and resources to all the Department of technical (computer and laboratory services) and financial support services to the programs of the Environmental Quality offices and external customers necessary to carry out the mission of the department. The specific role of Support Services is to provide financial services, laboratory services, information services, human resource services, and administrative services (contracts and grants, procurement, property control, safety and other general services) to the department and its employees.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$7,413,319	\$2,240,000	\$2,240,000
STATE GENERAL FUND BY:						
Interagency Transfers	0	148,000	148,000	148,000	148,000	0
Fees & Self-gen. Revenues	106,931	150,000	150,000	150,000	150,000	0
Statutory Dedications	45,244,027	52,602,199	52,602,199	46,193,575	59,804,439	7,202,240
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	302,043	320,000	320,000	320,000	320,000	0
TOTAL MEANS OF FINANCING	\$45,653,001	\$53,220,199	\$53,220,199	\$54,224,894	\$62,662,439	\$9,442,240
EXPENDITURES & REQUEST:						
Salaries	\$6,191,536	\$7,323,435	\$7,323,435	\$7,520,920	\$6,904,295	(\$419,140)
Other Compensation	171,474	157,068	157,068	157,068	157,068	0
Related Benefits	1,165,801	1,497,878	1,497,878	1,727,730	1,611,335	113,457
Total Operating Expenses	4,912,468	5,858,526	5,858,526	5,804,152	5,839,152	(19,374)
Professional Services	5,075,202	4,339,375	4,339,375	4,113,900	4,078,900	(260,475)
Total Other Charges	26,669,197	32,276,466	32,276,466	33,230,218	42,400,783	10,124,317
Total Acq. & Major Repairs	1,467,323	1,767,451	1,767,451	1,670,906	1,670,906	(96,545)
TOTAL EXPENDITURES AND REQUEST	\$45,653,001	\$53,220,199	\$53,220,199	\$54,224,894	\$62,662,439	\$9,442,240
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	182	182	182	182	174	(8)
Unclassified	1	1	1	1	1	0
TOTAL	183	183	183	183	175	(8)

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self Generated Revenues, Statutory Dedications and Federal Funds. The Interagency Transfers is from the Department of Health and Hospitals for the administration of the Drinking Water Revolving Loan Program. Fees and Self-generated Revenues are derived from the sale of regulations, manifest forms, photocopies, etc. Statutory Dedications are derived from the Environmental Trust Fund (ETF), the Motor Fuels Trust Fund (MFTF), the Waste Tire Management Fund (WTMF), Municipal Facilities Revolving Loan Fund (MFRLF) and the Deficit Elimination Fund. (Per R.S. 39:36B.(8), see table below for listing of expenditures out of each Statutory Dedicated fund.) The ETF consists of all fees pursuant to the authority granted in R.S. 30:2014, R.S. 39:55.2 and any other provisions of the law authorizing the department to assess fees. Such fees are only used for the purpose for which they are assessed. The WTMF consist of fees pursuant to the authority of the department to assess fees. The MFTF consist of payments of fees by owners of underground motor fuels storage tanks in accordance with R.S. 30:2194 and 30:2195. The MFRLF consists of Federal Funds and state match, which will be used to administer the Municipal Facilities Revolving Loan Program. The Deficit Elimination Fund will be used to defray the cost of group benefits. Federal Funds consist of grants issued by the U.S. Environmental Protection Agency (EPA) for contractual and operational cost associated with: Air Pollution Control Program; Water Pollution Control Grant; Resource Conservation Recovery Act of 1976; and the Lead Program.

	ACTUAL	ACT 12	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2000-2001	2001-2002	2001-2002	2002-2003	2002-2003	OVER/(UNDER)
						EXISTING
Environmental Trust Fund	\$18,585,846	\$19,997,217	\$19,997,217	\$13,544,027	\$17,154,891	(\$2,842,326)
Waste Tire Management Fund	\$8,955,352	\$12,335,704	\$12,335,704	\$12,304,211	\$12,304,211	(\$31,493)
Motor Fuels Trust Fund	\$17,702,829	\$20,000,000	\$20,000,000	\$20,000,000	\$30,000,000	\$10,000,000
Municipal Facilities Revolving Loan Fund	\$0	\$269,278	\$269,278	\$203,600	\$203,600	(\$65,678)
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$0	\$0	\$141,737	\$141,737	\$141,737

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$53,220,199	183	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$53,220,199	183	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$127,241	0	Annualization of FY 2001-2002Classified State Employees Merit Increase
\$0	\$115,766	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$24,487	0	Risk Management Adjustment
\$0	\$1,670,906	0	Acquisitions & Major Repairs
\$0	(\$1,767,451)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$2,861	0	Legislative Auditor Fees
\$0	\$12,962	0	UPS Fees
\$0	\$44,038	0	Salary Base Adjustment
\$0	(\$339,946)	0	Attrition Adjustment
\$0	\$141,737	0	Group Insurance Adjustment
\$0	(\$367)	0	Civil Service Fees
\$0	(\$387,000)	(9)	Gubernatorial Position Reduction
\$0	(\$6,000)	0	Other Non-Recurring Adjustments - Interagency Transfers from the Department of Natural Resources for printing and postage cost.
\$0	(\$225,475)	0	Other Non-Recurring Adjustments - Eliminates the Terra Base Implementation, Consultants/Remote Testing and Bond Advisor-SRF Program.
\$0	\$64,410	0	Other Adjustments - Funding provided for incumbent adjustments, reallocations and training series
\$0	(\$105,430)	0	Other Adjustments - This adjustment is due to decreasing group benefits due to overfunding.
\$0	\$36,000	0	Other Adjustments - This provides for additional funding for State Police User Fee.
\$0	\$10,000,000	0	Other Adjustments - This additional funding provides for the Motor Fuels Trust Fund. These funds will be used on the remediation of leaking underground storage tanks.
\$0	\$33,501	1	Other Technical Adjustments - Funding transferred from the Office of Management and Finance for Information Services, Application Development.
\$2,240,000	\$0	0	Net Means Of Financing Substitutions - Replace Statutory Dedications (environmental trust fund) with State General Fund to support the operations of the department due to decline in revenues.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$2,240,000	\$62,662,439	175	TOTAL RECOMMENDED
(\$2,240,000)	(\$5,563,461)	(45)	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$57,098,978	130	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON PASSAGE OF LEGISLATION INCREASING FEES DEPOSITED INTO THE ENVIRONMENTAL TRUST FUND FOR ENVIRONMENTAL SERVICES, ASSESSMENT, AND COMPLIANCE
\$0	\$3,323,461	45	Supplemental recommendations are contingent upon passage of legislation increasing fees deposited into the Environmental Trust Fund for Environmental Services, Assessment, and Compliance
\$0	\$3,323,461	45	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON PASSAGE OF LEGISLATION INCREASING FEES DEPOSITED INTO THE ENVIRONMENTAL TRUST FUND FOR ENVIRONMENTAL SERVICES, ASSESSMENT, AND COMPLIANCE
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$2,240,000	\$2,240,000	0	Supplemental recommendations are contingent upon the renewal of the suspension of exemptions to the 1% sales tax base for Environmental Services, Assessment and Compliance Programs. This funding represents 32% of the total general fund for the Department and 4% of the total recommended.
\$2,240,000	\$2,240,000	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE
\$2,240,000	\$5,563,461	45	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$2,240,000	\$62,662,439	175	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

Financial Services Division

\$7,500 Independent SRF Program Audit - Required independent financial audits for the sale of bonds
 \$40,000 Bond Advisor for SRF Program - General Legal service advising the SRF Loan Program.

Human Resources

\$40,000 Legal Services - For legal assistance on personnel matters; I.e. appeals, Equal Employment Opportunity Commission complaints and harassment cases
 \$225,000 Medical Exams - To detect possible contamination associated with exposure to materials as a result of work related activities
 \$40,000 Departmental Training - Classes for DEQ employees designed to develop basic skills necessary to operate within various software and classes in cardiopulmonary resuscitation for field personnel
 \$20,000 Drug Testing - Per Executive order NO. MJF 98-38, this will affect all new hires, employees being promoted and all employees at DEQ subject to testing at random

Information Services Division

\$2,300,000 Document Management System - Continue the implementation of an agency wide document management system. This system will include the scanning, indexing and electronic storage of all documents submitted to DEQ. The electronic images will be routed to appropriate divisions for processing. This system will provide faster processing, reduction of manual filing systems and physical storage space.
 \$310,000 Tools for Environmental Management and Protection Organization (TEMPO) Enhancement - To provide enhancements to the TEMPO system and assist in application and database training; data warehousing; data clean-up migration and mapping.
 \$240,000 Terra Base Implementation - To implement the Terra Base system; provide for data validation and backfile conversion
 \$40,000 Consultants/Remote Sensing - LDEQ has purchased and acquired through data sharing with local, state and federal agencies in the GIS community, an enormous amount of satellite and aerial imagery. Even though LDEQ has GIS staff members capable of using this imagery as backdrops for creation of maps, we still need assistance in interpreting this imagery for scientific purposes. Therefore, there is a need for consultants qualified to provide this service.

Laboratory Services Division

\$650,000 Analytical Services - To provide analytical service requested by the other Divisions of DEQ that the laboratory does not currently have the equipment to perform testing.
 \$15,000 Lab Performance Evaluation - To provide Performance Evaluation Samples for the Laboratory Accreditation (BIO)
 \$7,500 National Voluntary Lab Accreditation Program - To maintain the Micro-Analytical Laboratory's Accreditation with the collected materials under the Asbestos containing Materials in Schools and Public Building Regulations
 \$20,000 Laboratory Accreditation - to provide audits for the National Environmental Lab Accreditation Program.
 \$50,000 Laboratory Auditor - Professional commercial laboratory auditor for assisting with LELAP a accreditation
 \$50,000 Laboratory Information Management System (LIMS) Assistance - Programming assistance with program development
 \$2,700 Air Monitoring Contract - to change out tow air samples at the Tensas Parish air monitoring site near Grant Gulf Nuclear Station.
 \$12,200 National Atmospheric Deposition Program Site Support - to provide analysis of acid rain.

PROFESSIONAL SERVICES

\$9,000 Asbestos Analysis - to provide analysis of asbestos samples taken by LDEQ staff.

\$4,078,900 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$40,000	Contract for environmental education for teachers and general public
\$30,000,000	Motor Fuels Underground Storage Tank - To reimburse owners of the eligible tanks for cleanup of leaking underground storage tanks
\$12,000,000	Waste Tire Program - For the cleanup of abandoned waste tire piles statewide and for payment to permitted processors for proper disposal of collected Waste Tires

\$42,040,000 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$26,160	Department of Civil Service - Reimbursement for services
\$1,199	CPTP - Training Costs
\$20,000	Division of Administration - Printing and Postage Costs
\$2,150	State Mail Operations - Messenger service
\$72,000	Office of State Police - Statewide Communication
\$64,230	Division of Administration - Uniform Payroll System Billing
\$60,000	Department of Health and Hospitals - Laboratory Analysis
\$36,183	Legislative Auditors - Act No.1235 of the 1995 Revised Statute authorized the Legislative Auditor to allocate and collect from each auditee amounts necessary to compensate the Legislative Auditor for services
\$78,861	Risk Management Adjustment

\$360,783 SUB-TOTAL INTERAGENCY TRANSFERS

\$42,400,783 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$1,670,906 Replacement of 5 vehicles, 1 new vehicle, library reference materials, office equipment, laboratory equipment, other equipment, computer equipment, and aircraft repairs

\$1,670,906 TOTAL ACQUISITIONS AND MAJOR REPAIRS